

TEHAMA COUNTY DEPARTMENT OF EDUCATION

SCHOOL READINESS SECRETARY

DEFINITION:

Under supervision of the School Readiness Coordinator, the School Readiness Secretary will assist and relieve the School Readiness Coordinator of paperwork and impedimenta so that they may devote maximum attention to the operations of the program to positively affect the educational process.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of general secretarial duties.
- Serve as backup to receptionist as requested.
- Serve as the individual department receptionist, greeting and directing individuals, and telephone calls.
- Receive, sort, and screen individual department mail and telephone calls, giving information and composing replies to those items that do not require administrative attention. Prepare outgoing mail.
- May serve as back up to department mail clerk.
- Prepare and process a variety of correspondence, documents, and forms.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.
- Establish, maintain, and revise databases.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Prepare purchase orders, maintain inventory of office supplies, and materials.
- Make arrangements for travel, meetings and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Drive occasionally for department business (optional).
- Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Equivalent to the completion of the twelfth grade.
- Minimum of one (1) year secretarial experience.
- Type or keyboard at a level necessary for expected job performance.

KNOWLEDGE OF and ABILITY TO:

- Organize procedures and operating details of the department to which assigned.
- Speak, read, and write appropriate English.
- Implement bookkeeping and record keeping principles.
- Understand and implement long-term and short-term goals and outcomes for all aspects of the department.
- Learn, interpret, and apply administrative and departmental policies with good judgment.
- Work effectively with constant interruptions.
- Understand, use, and stay current with a variety of computer programs. (Microsoft Word, PageMaker, Excel, FileMaker Pro, Escape, etc.)
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.

PHYSICAL DEMANDS:

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.